

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, April 22, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin

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**Present:** Chair Evans, Supervisor Robinson, Supervisor Hoyer, Supervisor La Violette, Supervisor Haefs

**Also Present:** Erik Pritzl, Jordon Bruce, Chua Xiong, Rob Gollman, Chad Weininger, Cheryl Skenandore, Erica Kassner, Renee Maloney and other interested parties

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**I. Call Meeting to Order.**

The meeting was called to order by Chairman Patrick Evans at 5:30 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to take Items 3, 4 and 5 together and hold until Supervisor Haefs arrived. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of March 25, 2015.**

**Motion made by Supervisor Hoyer, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public**

**Mary Scoon – AFSCME Wisconsin Council 40**

Scoon provided a handout (attached) re: Brown County Job Classification Study Questions. She informed that these studies had been going on statewide and that there were winners and losers when they were completed. She asked that when they took this up to look at several different comparisons. She believed that when comparing to the private sector it was tough to compare apples to apples when it came to positions. Pre Act 10, everything was compared in equal ground, counties to counties, etc. This study was started in 2013; she asked that they made sure the data was up to date and current.

**Report from Human Services Chair, Patrick Evans**

Chairman Evans informed that he had spoken with Wisconsin State Representative Andre Jacques and Wisconsin State Senator Robert Cowles and they both indicated that they were in support of the ADRC and that they were going to be attempting to pull out of the budget the proposal for the changes, etc. Evans informed he was happy with that.

Evans reported that he was very proud to accept the 2015 Excellence through Partnerships with Children Award on behalf of the Brown County Child Abuse and Neglect Taskforce last Friday.

**1. Review Minutes of:**

- a. Aging & Disability Resource Center Board Meeting (February 26, 2015).**
- b. Community Options Program Planning Committee (March 23, 2015).**

- c. Human Services Board (April 9, 2015).
- d. Veterans Recognition Subcommittee (March 17, 2015).

**Motion made by Supervisor Hoyer, seconded by Supervisor La Violette to suspend the rules to take Items 1a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Robinson, seconded by Supervisor Laviolette to. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Communications

2. **Communication from Supervisor Robinson re: That the new County Human Services Director and the Human Services Department staff put together a report to be presented at the August Human Services Committee, with monthly updates to the Committee that examines: CTC/In –patient Mental Health & AODA County Services; community Mental Health and AODA County Services; Mental Health and AODA services offered by the community in general with which the County has a partnership. *Standing item.***

Human Services Director Erik Pritzl informed that he had spent some time talking with Director of Community Programs Nancy Fennema and Behavioral Health Manager Ian Agar and presented with them a concept of what they could do to start going about this as far as prevention. They could start looking at how they look at what was in the community, how they index it and start figuring out how to vet that to see where the gaps were. He believed they were on track.

Robinson thanked Pritzl for the update. He informed that he would like to see how the Human Services Department was interrelating in terms of mental health services with the county jail and the Sheriff's Department. He would like to hear what the situation was with that, was there a collaboration going on, was there something they could do better, etc. He felt that some of those services might need to be improved, not from lack of service from the Sheriff's Department; it was a challenge all over. Robinson informed that he had been in conversation with the Sheriff about the provision of psychiatric medication and services to inmates at the jail. He knew they contracted those services out. He questioned, was there ever an appropriate role for the county to play in making sure that those were good services beyond just contracting? He would like to see that conversation broached with the Sheriff.

Community Treatment Center (CTC) Interim Administrator Jordon Bruce provided an update on the detox capabilities at Nicolet Psychiatric Center (NPC). Bruce stated that it was their understanding that what they could provide for mental health, was that they could do the Librium protocols at certain doses to help with withdrawal symptoms. However if the symptoms became too severe, they had to send them back to a more acute hospital because they were not set up to handle all of those symptoms. Then they should be medically cleared by the hospital setting and then discharged to an appropriate accepting facility, not the street. However they were discharging to Diversion or Crisis Center and that's when they were contacted. The Crisis Center was not an accepting facility but they were accepting those discharges and contacting NPC to meet those needs.

Per the regulations for admission to NPC, they had to have an underlined psych diagnosis. Currently the standard used in the county had been that they self-reported if they were suicidal or depressed. They were not sure if that was technically an acceptable one. Bruce was not certain on what other counties were doing but Brown County had a tremendously higher amount of AODA and detox referrals and admissions to their mental health facility than what was normal and customary with other communities in Wisconsin.

Responding to Robinson, Bruce informed that in 2012 NPC was cited for taking detox only without the underlined psych diagnosis. After that, their admission numbers dropped significantly. He was

fearful that they were getting closer to getting back to that being acceptable. They were trying to get clarification on it and will have opportunities as they receive more surveys. He wanted to get the answer before they found out the hard way.

As far as alcohol, Bruce informed that people coming in couldn't be above a .3 to be able to serve them. Reasons they could not meet those needs was because they were not set up to do so from a medical standpoint. They were not able to make them feel better with IVs, fluids, etc. Their length of stay was much shorter than typical because once they sobered up they were no longer suicidal and were able to leave the facility. Often times it was a 24 hour stay or less.

Robinson questioned if there was something more the county could appropriately do. Bruce felt there was but there were many obstacles and the major one was funding and reimbursement for those services. Robinson informed that there had been some informal conversation regarding a detox facility at CBRF. He questioned if it made sense. Bruce felt it was a viable option but reiterated that funding, resources, as well as training need to be available. It would serve a need and be functional to do that. Bruce added that he hadn't done the numbers to see if it was feasible. Robinson informed that it had been brought up to him enough that it would be nice to know why or why not that was a good viable option.

Evans asked that Bruce have some ideas as far as what those dollars would be about at the next meeting. He could appreciate that there were funding issues but in order to get things done sometimes, you had to spend some money. He had no problem spending money to solve a problem. He took a pledge to make sure that the people of Brown County were being treated appropriately.

La Violette felt this could be a long discussion come budget time and suggested a special meeting devoted to this topic.

**Motion made by Supervisor Hoyer, seconded by Supervisor La Violette to put on next months agenda. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Items 3, 4 & 5 were taken together.*

3. **Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; referred from April, 2015 County Board.**

**Motion made by Supervisor Haefs, seconded by Supervisor Robinson to suspend the rules to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Cheryl Skenandore – Professional Employee Association, President**

Skenandore informed that she represented social workers, therapists, a financial person, as well as other staff as the President of the Professional Employee Association. She was not sure of the exact date of the last wage and comp study where the wages and the previous step system were frozen. They had many employees who were hired and frozen at Step levels 1 and 2 and had been stuck there for 45 years. Many of those have gotten their master's degrees in between time and came to the agency with 2-7 years' experience and now had an additional 4-5 years. New people were being hired at the agency and were able to negotiate their starting wages at steps or salaries equivalent to previous Steps 4 and 5. These were people who did not have master's degree and had only a couple months to a few years of experience. They were starting at higher levels.

They had nothing against those that were able to negotiate a better deal but were concerned about employees who were frozen. With the new ranges, she was really hoping that as part of the whole package of the wage and comp study that there would be a process in place for those people to be

moved up and compensated appropriately all at once. They lost many employees. A lot of their younger employees in the Child Protection unit, it was difficult to keep them employed. The moral was down when people see others coming in with much less experience and education making \$4-\$6 an hour more.

With the previous step system, they had very specific and easily understandable ways to move from one step to the next, it was based on experience and education, etc. It was also easier for supervisors to understand. She was hoping that with whatever the board was moving towards, that there would be an easily understandable process. She felt they could have the same process they used to have and make it that people needed to meet 80-90% of the benchmarks during their review. She felt if they didn't have some specific process in place, it was very open to interpretation and some supervisors may give preference to one employee over another.

Another area of concern was that in the ranges of the study, the annual range was based on 40 hours and they work 37.5 hours per week. Weininger informed that he anticipated no change, but he had plans to go back and talk with one of their HR Analysis in regard to this.

They were also under the understanding that when the wage and comp study was first started, people that were already receiving a certain wage, those individuals would not lose income when this range study was put in place, they would just be redlined until the cost of living increases caught up to that. They were interested in knowing if that was still the case.

**Erica Kassner – Brown County Child Protection Case Manager**

Kassner informed that she would like to speak to her dedication to the community. Her sister also worked in Child Protection; they were both hired when the county had the step increases, they were hired at wages that they planned on making in regard to building their families and homes in Brown County.

She informed that they could easily look at the step increases of neighboring counties as well as get that information from speaking with their peers (Eau Claire, Calumet, and Outagamie). She was comparing her years of experience along with theirs. Comparing herself to other counties that still had step increases, this year; she calculated a loss of \$12,230. Her sister, who had her masters and seven years' experience, she was losing over \$10,000 per year. In the three years that Kassner had been with Brown County, if they still had the wage step increases, she calculated a loss of \$22,000 when compared to her peers in a different county.

She asked the board to take into consideration the young workers, who had been stuck at Steps 1 and 2. These are workers who put time into their community, when new workers were being hired on at a higher rate than they were. She had 35-37 years of her working career left, she felt very dedicated to the community, wanting to protect children in the community. Again, when looking at public pay scales in other counties, talking to peers that they went to school with, who work for other counties, they had no incentive to stay and protect their own community. She asked that they take into consideration workers wanting the incentive to stay here and protect the community.

Responding to Haefs, Kassner informed that there was a new hire in her unit that had about three years less experience who was making a couple dollars more per hour than her. Haefs responded that this whole thing will come down to a sense of fairness, what they judged as fair and then coming up with the money to pay for it. When employees brought information forward like this, it registered with the board and they would take it very seriously. Haefs noted that one thing he would object to was any kind of format where it went forward without knowing what happened with their insurance.

Robinson informed that when this study was put together, one of the things they did was an internal

comparison and an external comparison. The external comparison, they were looking at comparable published compensation data from counties similar to Brown County – Outagamie, Winnebago and Racine. The information they received told them that all the midpoints that were based on the external and internal data, overall was about 102% of the midpoint. The information that they were getting was that they were right at market compared to these other counties or slightly ahead for a pay grade like hers. They had that bucket of information, and then the bucket of information Kassner was telling them. He was trying to figure out how to reconcile the two buckets.

Kassner informed that she was comparing her years of experience along with the other counties. The peers she was speaking of still had steps and increases. She was brought in at the low level and had been unable to move up since the pay freeze. If the freeze didn't occur, she would be making approximately \$6 an hour more than the step increase that she was originally hired and signed on with. In comparing with her peers, who had been able to move up that ladder, that's where there were discrepancies. The freeze was the problem. Her sister who had seven years in and had her masters' was stuck at a Level 3, which was about \$5.50 less an hour than what she anticipated.

Kassner believed that many of her peers felt there was no longer a benefit to further their education. As social workers they strived to provide the best for their clients, knowledge, gaining that experience, however, they had no financial compensation, and no encouragement to do so. She knew many of her peers had stopped getting education because paying for education and their student loans back was no longer feasible if they did not get compensated in addition for that. Robinson gets discouraged when he hears that a system was geared towards not rewarding people for more education because they preach that all the time, get your education. Kassner informed that she had the intentions to get her masters right away; however, she could barely afford her student loans now, adding a masters' was out of the question if she couldn't be compensated to pay for her education.

**Renee Maloney – 540 Longview**

Maloney informed that she was not one of the younger workers but she wanted it known young or old, most of the people in their unit that protected the children were very dedicated workers whether they had been there two years or 30 years. Most of the older workers were really supportive of the younger workers. They felt their pain, they were doing the same job at a more skilled level than the new workers coming in and there wasn't a lot of hope for them. She was in disagreement that they were paid comparably to the smaller counties that were surrounding them. They were one of the few counties that had not had a raise in several years. That's where the younger workers couldn't catch up.

It was sad to hear younger workers not have that opportunity to go on to get continuing education. Especially those of them who work in child protection or juvenile court, they were going into the most dangerous homes in the community just with their education and their people skills to keep them safe to walk out of those homes. To not encourage those to get that education was detrimental to the community and the workers that were going into those homes.

It was not an individual by individual, it was a collective environment in their units that they were supportive of everyone no matter how long they had worked there and everyone having the opportunity to make an adequate wage to support themselves.

**Motion made by Supervisor Haefs, seconded by Supervisor La Violette to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; referred from April, 2015 County Board.**

Weininger informed that they had been doing some calculations on different types of turnover rates and the one that department's provided committees were broken down per month. He felt the goal was to see over 2014 what the turnover rate would be. 103 people left Human Services in 2014 out of 735, which was an annual turnover rate at 14%. He informed that he will have a better breakdown moving forward as he had given HR a better direction to go in. He will have HR provide them for all departments.

Haefs felt they had to be careful on the turnover, if it showed that turnover was low, it didn't mean everything was rosy, it meant a lot of people had homes here and roots here and they just didn't want to leave because of quality of life, etc. With his business, he had no turnover, but it didn't mean they could do what they wanted with their employees and treat them unfairly. Evans added there were lots of reasons people leave. Haefs informed he would rather have each department head come address their turnovers.

Robinson would like to see corresponding numbers for 2012 and 2013 to get a trend line. He questioned if it was worth an inquiry to the communities they were comparing to in the wage studies of what their turnover rate was, at least in Human Services.

La Violette stated that Supervisor Zima asked about exit interviews and questioned if they did them. Weininger stated that they did and will have the reasons for leaving by the next meeting; unfortunately some of the information had to be cleaned because there were some people discharged and there was some liability on their part.

#### **Resolutions**

**5. Resolution re: Brown County Classification Salary Range; referred from April, 2015 County Board.**

Evans questioned what Administration wanted to do with the Class and Comp study, it was still not clear to him. Weininger informed that after the Executive Committee meeting there were a number of questions raised. He personally had the resolution drafted to reaffirm to them that this wasn't a power grab. This was a two-step process, it allowed for employees to have a chance to review where their job descriptions were and to make sure it was in the right classification. If not, there was a process for them to go through, a transparent and fair process in which they would be able to go through the Executive Committee and say that they don't agree with their placement in the classification and present their case, etc.

They wanted to get that structure in place first. While going through the process with employees, engage the supervisors on the compensation philosophy. Did they want to pay people at the midpoint, which was market or did they want to pay below or above market. Then after they figure what their philosophy was, they could help design a matrix that will help people move up the scale. The people at the lower end allow them an ability to move up a little quicker, while still allowing the people at the high end to move up too. When everyone else throughout the state got raises, the scale would move with it too. They didn't want to hurt the people at the high end. At the same time, they also had to deal with the people that were outside the range, the people below the minimum or above the maximum. They would probably red circle them but allow them to get their matrix so they weren't being harmed but not build it in their base. Then the scale catches up with them.

He informed that they had carryover funds in the HR budget to get the ones below the minimum to the minimum. Before they start making moves they wanted to have a structure. That way they know that all of the employees had a fair chance at making sure that they were in the right classification.

The original goal was to give Administration two months to work with employees to make sure the

scale was right and then allow the board to approve any changes and then during that timeframe engage in the compensation philosophy and then they could build something in the 2016 budget that matched what their philosophy was. Responding to Hoyer, there was a rough number that they had put aside for an increase in salary and wages; it was pretty close to what it was last year. He informed that they were not making any changes to the wages, as stated in the resolution.

La Violette informed that she would like to see everyone at market. Weininger informed that if they were to bring everyone from below market to market based on the structure, they would be close to \$1.9 million. Responding to her earlier question, Weininger was informed that Racine was picked as a comparable because they are the 5<sup>th</sup> largest county; Brown County was the 4<sup>th</sup> largest so for population standpoint, they were very close to Brown. They also provided like services.

Robinson referred to the list of questions Mary Scoon provided:

- *Where are the side by side comparisons of current wage rates to proposed wage rates?*  
Weininger responded that the wage study showed percent of market, if they are at 95% they were a little under market, under \$50, if they were over 102%, they were over \$50.
- *What entities (comparables) were used to conduct the wage study? Were private sector employees included? What surveys or other non-source wage data sources were used? Were the comps weighted consistently for each job title included in the market survey?*  
Weininger informed that if it was a job that could factor into a private sector. The ones that were highlighted in yellow went out to market for public and private.
- *How old was the data that was used to compare positions?* Weininger responded that this started in 2013 but he believed Wipfli readjusted it for 2014-2015.
- *How were the jobs compared to ensure internal consistency in the wage schedule? (i.e., questionnaire or job description) If job descriptions were used, were they updated/reviewed by employees to ensure accuracy?* Weininger responded that the process was, each employee filled out a PDQ that PDQ was given to an internal working group, they grouped liked jobs together and then they were shared with department heads. If department heads had issues with them, they set up separate meetings to work out those issues.
- *Is there an appeal process if an employee disagrees with where their position is placed on the salary schedule? Appeal process should be in place prior to approval of study.*  
Weininger responded that they sent out an internal email letting people know that if this was approved they would be asking supervisors to work with the employees to make a determination. The process was basically employees work with their supervisors to make sure their job description was right and that it fit the right classification. If it didn't, they go to their HR Analysis for review, the HR Analysis would make a recommendation to the HR Manager, the HR Manager would bring it to the Executive Committee and the committee would make the determination.
- *How many positions starting wage is being reduced by this pay plan? How many positions max wage is being reduced by the pay plan?* Weininger informed that if you were a current employee and this passed, they weren't changing salaries until they made a decision on the compensation plan. When they bring people on, they wouldn't bring on anyone above maximum. If they wanted to, the supervisor and department head would have to go before the Executive, state their case and get his blessing. Beyond the 110%, it would have to go to the County Board for approval.

- *Is this new pay schedule anticipated to increase or decrease payroll costs in Brown County over the next couple of years?* Weininger responded that it will increase.

Robinson felt the consistent question was how to move up on the pay scale. Weininger informed that this went with Step 2 of the process, building a compensation philosophy plan. Robinson was not a fan of separating the process into two stages. He agreed with Supervisor La Violette, they needed people to be at-market and they needed clear ways for them to move forward. He felt certain years of experience, job performance metrics and appropriate education for positions needed to be rewarded.

Robinson was a big fan of doing something like that, he felt they needed to put in place a plan that was transparent, that moved people up the market value for their positions, etc. He was glad that they were moving in that direction.

Haefs informed that the 0's and 1's really bothered him, people really below the midpoint. Whatever the board decided, it was not going to be perfect, they can't be fair to everyone but they were trying to right some of the wrongs. He believed that if they kept up the step increases, the county would have had several layoffs. He felt they had to take the 0, 1 and 2 categories and bring them up. They had to make the correction on the truly lower end of the scale. He noted that they had someone making 144% above, hopefully there was a reason for that and that position had to be hired for that.

Haefs heard that going into next year, they were thinking that there was \$1M for wages and benefits. You can't bring everyone up and say they spent this much but they could get it back by raising the insurance, that doesn't work. They had to be careful how they handled this, that's why he'd like to see a packaged deal. From a practical standpoint, were they under the gun on this tax levy? If they were not going to raise the levy, were they stuck with it, because if they were, they were never going to make it? The county could generate millions of dollars and lower people's taxes by getting away from that. They could raise the levy and not increase taxes. Weininger informed that that was a political question for the Executive. He can't speak for him on that piece. Haefs added that when they reach that point of fairness, then it was up to them to come up with the money. What they were doing was determining fairness on a tax levy and that was backwards.

Evans informed that he had voted against the \$70,000 appropriation to go out for a Class and Comp Study as he believed it would end up being a disaster. He felt it was a power grab. Evans informed that he was disappointed as he felt a lot of this could have been done in house. He'd still like to see what had been done over the years every once in a while. If they had positions that needed to be increased, they were brought to committee, they had been doing that. He was most likely not going to support it. He felt bad for some of the employees and appreciated where they were coming from and would like to see those inequities somehow fixed but he believed that could be done by department heads or management within them.

Haefs felt the county could afford to bring people up. When it came to the power grab, to him, this established a midpoint and showed where people were. He stated this was an informational thing and they could receive and place on file the item. The power grab was when they tell people what to do. Evans disagreed; he felt Administration was taking the power grab to the County Board.

Responding to Evans, Weininger informed that the resolution was created was to address concerns, otherwise he wouldn't have drafted it. He typically didn't do anything unless he got direction from the board.

Robinson didn't feel it was a power grab, it was transparency. In principal he was in support of it and felt it was a step in the right direction. He didn't have a problem with the salary range however he

wasn't ready to approve it based on the resolution.

**Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to receive and place on file Items 3, 4 & 5. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Health Department**

*Although shown in proper format, Item 6 was taken at this time. Supervisor Haefs arrived at 5:53 p.m.*

**6. Update re: Sanimax.**

A packet of material which was provided in the agenda packet was handed out (attached) re: Sanimax Summary Update. Evans stated that hopefully the mitigation will work and there will be fewer issues.

Health Department Environmental/Lab Manager Rob Gollman informed that they had three odor complaints in 2015. Two were against Sanimax, one was verified as seen on the last page, line five of the handouts. Representatives of Sanimax disputed the complaint. The procedure was to notify Sanimax when they received a complaint; they send a representative to be onsite when the inspector is there. The senior inspector from the Health Department that was onsite, called Gollman stating there was a problem, she smelled the odor but Sanimax disputed it.

Robinson questioned if the summary that Sanimax provided was an accurate picture of the situation. Health Director Chua Xiong and Gollman felt it was too early. Gollman felt they made solid progress. The test would be when the weather gets warmer, when they had atmospheric conditions that possibly supported an aversion in the atmosphere, when the air was forced down, basically closer to ground level where odors don't disperse. That's when they received their highest number of complaints. He was optimistic. He was hoping the changes that Sanimax made were going to impact their department and they won't have nearly as many calls and would be able to get caught up on their inspections, spend their time more appropriately.

**Motion made by Supervisor La Violette, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although a motion was made to take Items 3-5 after the arrival of Supervisor Haefs, Items 8-17 were taken prior as they were waiting for the Director of Administration to be present.*

#### **Human Services Department**

**7. Resolution re: Helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken.***

**Motion made by Supervisor, seconded by Supervisor to. Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Budget Adjustment Request (15-20): Any increase in expenses with an offsetting increase in revenue.**

The former Director of Human Services Jeremy Kral instructed to do the budget assuming a March 1, 2015 start date for Family Care. Family Care had been delayed for 4 months. It will begin on July 1, 2015. These adjustments were necessary in order to have the waiver programs operate another 4 months in 2015. Total purchased services \$16,970,233 total revenue \$17,993,857, and total salary \$1,023,624. Amount total \$17,993,857.

**Motion made by Supervisor La Violette, seconded by Supervisor Hoyer to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

9. **Budget Adjustment Request (15-21): Any increase in expenses with an offsetting increase in revenue.**

Record the 2015 TAD Grant awarded for 2015. This grant was not known at the time budgeting was done for 2015. The grant totals \$205,981 of which \$66,975 was required match and the remainder was reimbursable expenses. The match was expected to be Judges and DA's time therefore has not been reflected in this adjustment.

**Motion made by Supervisor Hoyer, seconded by Supervisor Haefs to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

10. **Executive Director's Report.**

Robinson invited Human Services Director and staff to a mental health forum for the community hosted by JOSHUA, a local community organization, Tuesday, May 19, 2015 at Union Congregational Church, 716 S. Madison Street, Green Bay from 6:30-8p.m. It's a Mental Health Task Force looking at continuing the conversation about what they were doing in the community.

Pritzl informed that Channel 2 will be airing a story about the Community Treatment Center regarding problems found in a recent inspection – Thursday, April 23, 2015 at 5 and 10 p.m.

**Motion made by Supervisor La Violette, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Summary of Services provided by the Brown County Community Treatment Center Outpatient Clinic.**

**Motion made by Supervisor La Violette, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Financial Report for Community Treatment Center and Community Programs.**

**Motion made by Supervisor La Violette, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

13. **Statistical Reports.**

- a. **Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.**
- b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to take Items 13a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file Items 13a-d. Vote taken. MOTION CARRIED UNANIMOUSLY**

14. **Request for New Non-Continuous Vendor.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**15. Request for New Vendor Contract.**

**Motion made by Supervisor Hoyer, seconded by Supervisor Robinson to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Syble Hopp** – No agenda items.

**16. Such other Matters as Authorized by Law. *None.***

**17. Audit of bills.**

**Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to pay the bills. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

*Although shown in proper format, Items 3, 4 & 5 were taken together at this time.*

**18. Adjourn.**

**Motion made by Supervisor Haefs, seconded by Supervisor Hoyer to adjourn at 7:55 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

## Brown County Job Classification Study Questions

- Where are the side by side comparisons of current wage rates to proposed wage rates?
- What entities (comparables) were used to conduct the wage study? Were private sector employers included? What surveys or other non-source wage data sources were used? Were the comps weighted consistently for each job title included in the market survey?
- How old is the data that was used to compare positions?
- How were the jobs compared to ensure internal consistency in the wage schedule? (i.e., questionnaire or job description) If job descriptions were used, were they updated/reviewed by employees to ensure accuracy?
- The schedule contains no steps. How will employees progress through the schedule? All pay for performance? If so, what is the pay for performance policy? Policy needs to be developed and approved before vote on a wage schedule happens.
- How many people will be red circled? What is the plan for folks that are being red circled?
- Is there an appeal process if an employee disagrees with where their position is placed on the salary schedule? Appeal process should be in place prior to approval of study.
- How many positions starting wage is being reduced by this pay plan? How many positions max wage is being reduced by the pay plan?
- Is this new pay schedule anticipated to increase or decrease payroll costs in Brown County over the next couple of years?

# Memorandum

**To:** Brown County Human Services Committee

**CC:**

**From:** Donn Johnson

**Date:** March 27, 2015

**Re:** Summary Update

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Just wanted to provide you with a quick update on the progress we have made at Sanimax, which I am extremely proud of. First, I will provide you a highlight of our past accomplishments and where we are currently.

## 2012

- Created our odor control task force. This group was responsible for monitoring our odor profile. We implemented daily driving and walking routes.
- In October of 2012, the services of Dr. Paul Rosenfeld were retained. He spent a week at our facility evaluating our processes. Dr. Rosenfeld issued us recommendations. We subsequently implemented all of those recommendations at the end of 2012 and beginning of 2013.

## 2013

- In late June of 2013 we installed and began operating a Regenerative Thermal Oxidizer (RTO). The RTO was installed to treat the highest intensity emissions we emit.
- In July, Dr. Rosenfeld visited our facility again, verified his recommendations were implemented as suggested and retested our odor profile. Dr. Rosenfeld noted a 61% reduction in odor profile compared to the baseline developed in October 2012. The reduction was associated with recommendations along with the installation of RTO.
- In 2013, we hired two chemical engineers to assist with the evaluation of material handling and abatement of associated odors.

## 2014

- We hired a third chemical engineer to assist with the evaluation of material handling and abatement of associated odors.

- We made numerous changes to our production process equipment to improve the effectiveness of our odor abatement equipment.
- In June of 2014, we changed the chemistry in our wet packed bed air scrubbers. From the time we made this chemistry change, to the end of 2014, Sanimax only had three verified odor complaints. This included a stretch of 114 days without a verified odor complaint during the summer, traditionally our most challenging time to control odors.

**Current**

- Currently we have gone approximately 160 days (and counting) without a verified odor complaint. We continue to fine tune the chemistry in our scrubbers. As the temperature changes, the chemistry must continue to change as well.
- We are installing 2 additional in line pretreatment scrubbers to further enhance our odor removal. We anticipate installation to be complete before summer.

I would like to take a minute to thank the Human Services committee for reaching out to us for an update. I am extremely proud of the results we have achieved as an organization.

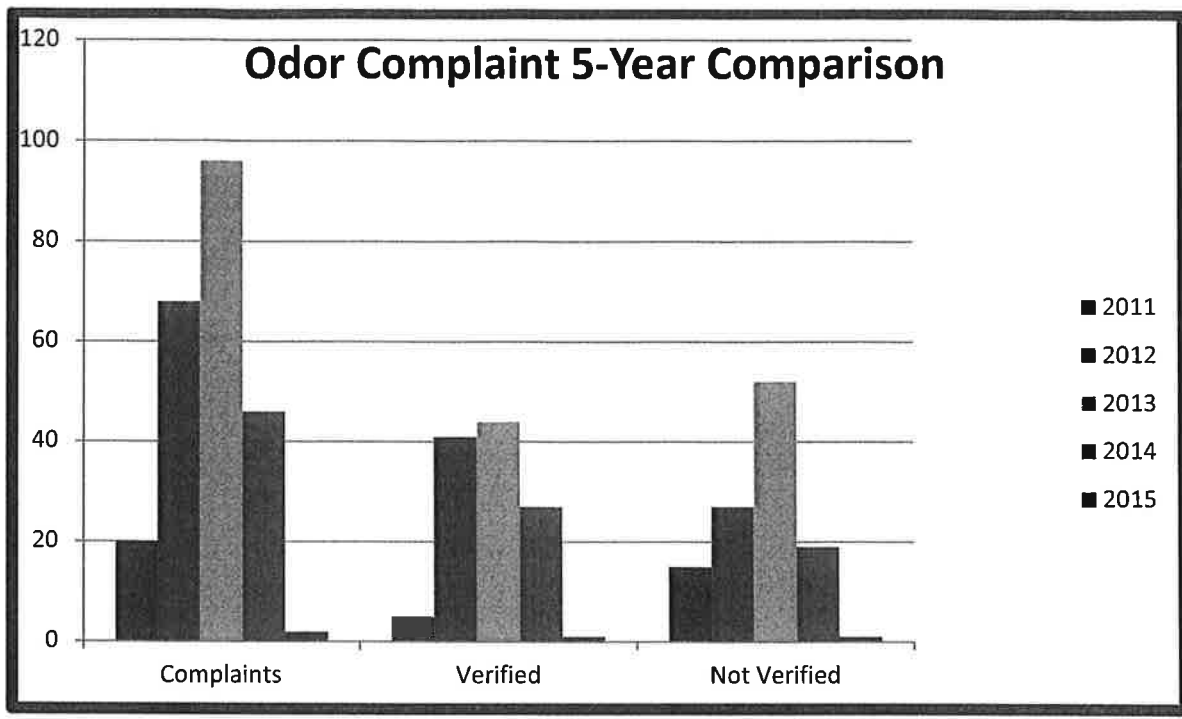
Donn Johnson

<b>ODOR COMPLAINT DATA</b>	
<b><u>2011</u></b>	
Sanimax	12
JBS	5
American Foods	2
Other/Miscellaneous	1
<b>TOTAL:</b>	<b>20</b>
<b><u>2012</u></b>	
Sanimax	51
Allen Canning	1
JBS	0
Other	16
<b>TOTAL:</b>	<b>68</b>
<b><u>2013</u></b>	
JBS	7
Sanimax	75
Other	14
<b>TOTAL:</b>	<b>96</b>
<b><u>2014</u></b>	
Allen Canning	6
Sanimax	31
Other	9
<b>TOTAL:</b>	<b>46</b>
<b><u>2015</u></b>	
Sanimax	2
Other	1
<b>TOTAL:</b>	<b>3</b>

	<b>Total # Complaints</b>	<b># After Hours Calls</b>	<b># Verified</b>	<b># Not Verified</b>	<b># Citations Under Current Ordinance 3 Verified/ 8 Hours</b>	<b># Potential Citations With Change to 2 Verified/ 8 Hours</b>
<b>2011</b>	20	0	5	15	0	0
<b>2012</b>	68	1	41	27	0	4
<b>2013</b>	96	11	44	52	2*	5
<b>2014</b>	46	9	27	19	0	0
<b>2015</b>	3	1	1	2	0	0

\* 2 citations (both Sanimax) were issued on 06/11/2013 & 06/21/2013 under the current ordinance where three (3) complaints were verified in an 8 hour period.

**PLEASE NOTE:** These have been disposed of. Sanimax pled to the higher citation of \$1387.50 and the lower citation was dismissed.



### **PROCEDURE:**

Complaint received by phone (email, fax, after hours answering service). Complainant is contacted if from message/answering service after hours.

1. Inspector receives information regarding who offending party is/location.
2. Nature of complaint is recorded.
3. Complainant information: Name/Address/Telephone Number recorded by inspector.
4. Time/Date/Method of reporting recorded.
5. Inspector travels to complainant's property.
6. Inspector notes if odor is present OR no odor. (verified/not verified)
7. Inspector notifies offending party of complaint and whether odor was verified or not verified.
8. Inspector records weather data (wind direction/speed/temperature and time)
9. Complaint is logged and tracked.

cap

W:/EnvironmentalDivision/Rob/BoardOfHealth/OdorComplaintData-Updated 04.21.2015

	A	B	C	D	E	F	G	H	I
1	2015 COMPLAINTS ~ Odor								
2	Date	Time	Complaint Regarding (Person/Place)	Street #	Street Name	Reported By	Method of Reporting	Sanitarian	Verified/ Not Verified
3									
4	03.12.2015	2:30 PM	Lyndahl Funeral Home	1350	Lombardi Av	Anonymous	Intake Line	Kevin/Rob	Not Verified
5	03.19.2015	10:55 AM	Sanimax	2099	Shawano Av	Marie Berg	Intake Line	Valerie/Lisa	Verified
6	03.31.2015	5:11 PM	Sanimax	2099	Shawano Av	Craig La Belle	Answer Service	Rocio	Not Verified